



ITS

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Computer Basics

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Computer Basics

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Food for Thought

Things to consider prior to getting started with computer use:

1. Inexperience in computer use is not a measure of intelligence or teaching ability
2. Keyboard keys do not exist that will allow you to destroy the workstation.
3. The ability to type is preferred, but not mandatory.
4. You can't hurt the mouse. Be Aggressive
5. You do not have to be an expert computer user to be efficient.
6. Learn through experimentation at your leisure, not during critical deadlines.
7. Learn the basics first, then move on to bigger things.

Purpose

Computer Basics is designed to help familiarize teachers and administrators with the Windows Operating System and to provide basic instruction on computer use. This course will help users to understand the fundamentals of using the computer while also helping users feel more comfortable. Throughout this course, users will learn to manage files and folders, create documents, and utilize special features provided within the Windows Operating System.

Computer Identification

Hardware Components

CPU



- ← CD Drive
- ← Expansion Slot
- ← Floppy Drive
- ← Power Button
- ← USB Connections

Monitor



- Screen Adjustments →
- ← Power Button

Peripheral Devices

Peripheral Devices are items that are connected to a computer. Items can include:

1. Monitors
2. Keyboards
3. Mice
4. Speakers
5. Printers
6. Sync Stations
7. Modems



Software Applications

Software applications are the mechanism that the computer uses to create products. Examples of software applications include:

Microsoft Word
Microsoft PowerPoint
Inspiration
Internet Explorer
Windows Media Player
Printer Drivers
Dreamweaver MX
Adobe Photoshop

Most software applications are based on a GUI (Graphical User Interface) which makes use easier for novice users.

Turning on the Computer

1. Press the Power Button located on the front of the computer
2. Turn the Monitor on

While the computer is starting up, the user will see lights flashing on the keyboard and also on the CPU. The lights indicate that the computer is recognizing the peripheral devices and that the start up process is completing without errors.

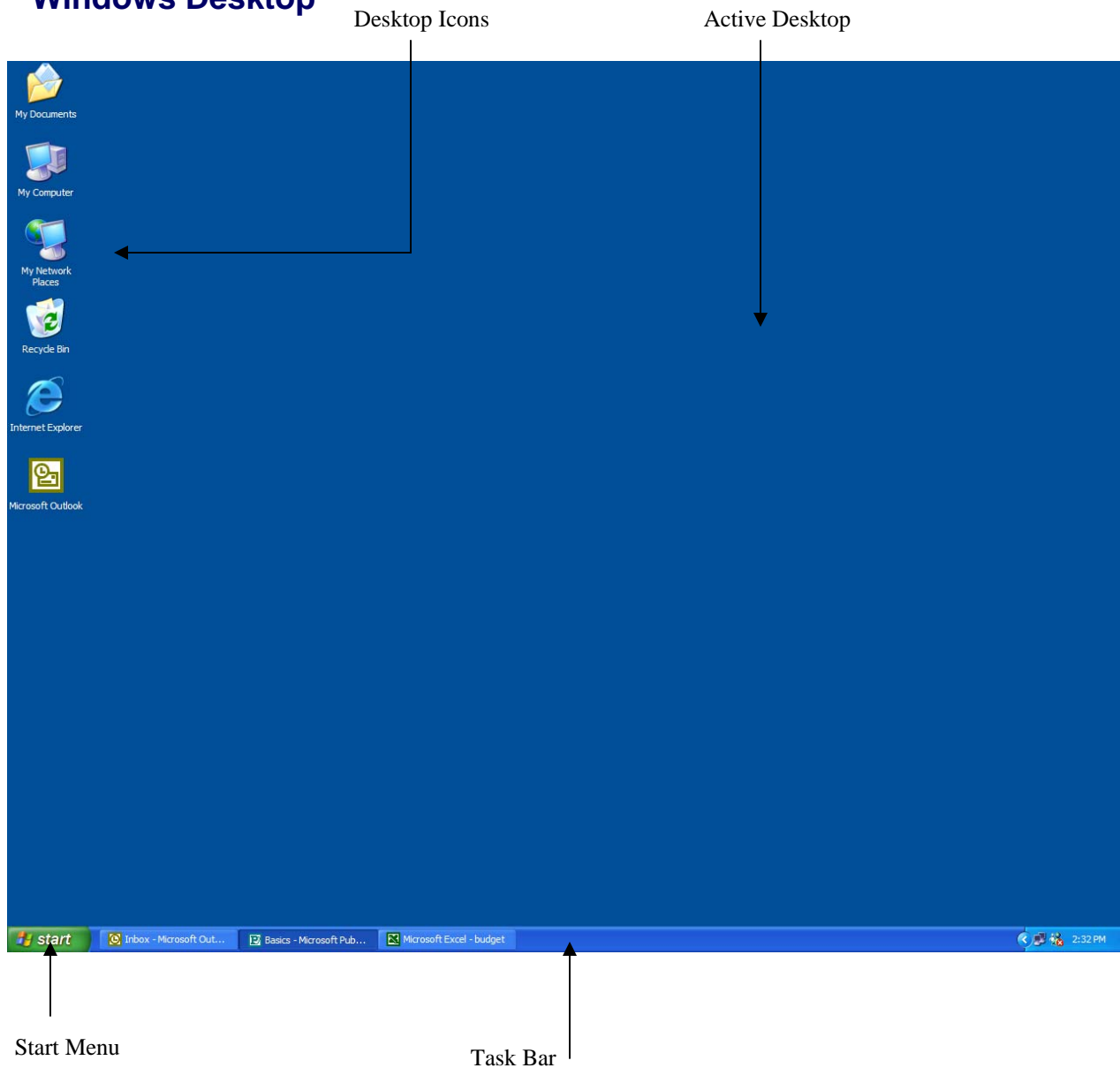


Operating System

What is Windows?

that provides users with a simple interface to work from when saving files or accessing software applications. The operating system most widely used for Personal Computers is Microsoft Windows.

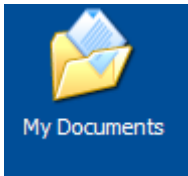
Windows Desktop



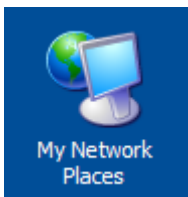
Desktop Icons



My Computer allows the user to view all computer storage devices as well as files, folders, and applications stored on the computer.



My Documents is the default storage device located on the windows desktop. This is simply a personalize location for file and folder storage



My Network Places allows the user to view network connections available.



The Recycle Bin holds all files and folders that the user deletes from the computer. The user must empty the recycle bin to truly purge the computer of documents.



The Internet Explorer Icon generally sits on most desktops. This icon allows easy access to the internet.

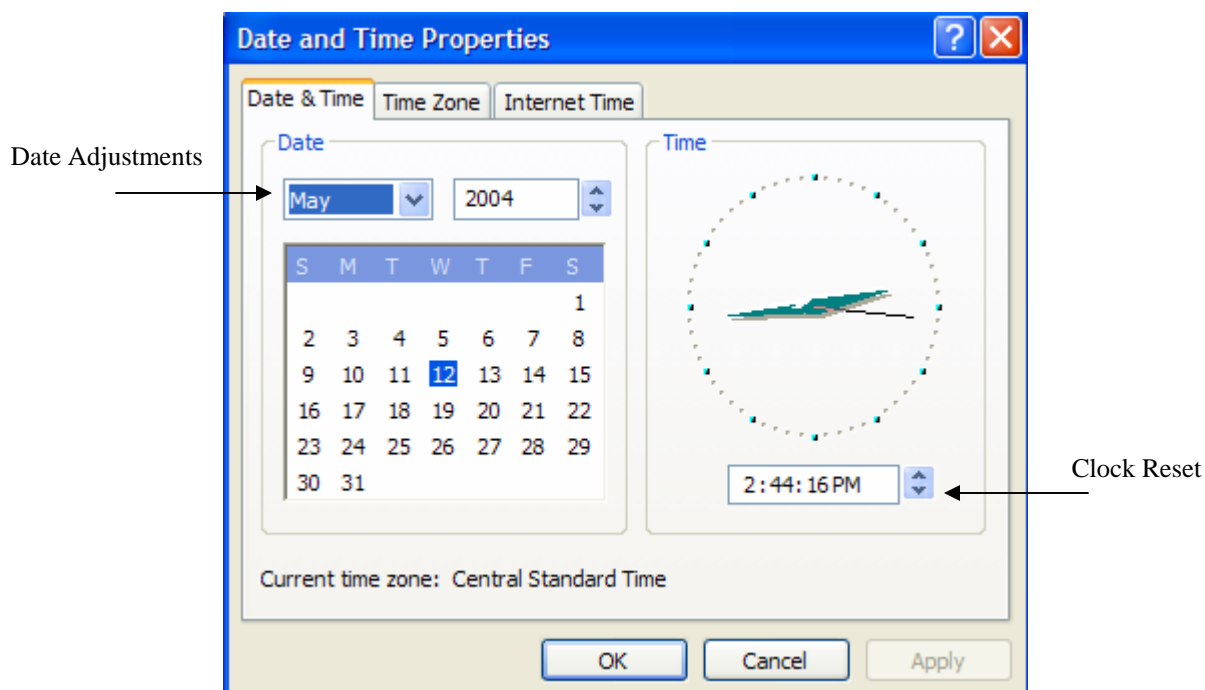
Task Bar

The task bar can house various short cut icons. The task bar is also used to show the user which applications are running at any given time. The task bar also holds information about processes running on the computer, such as time and date or volume control.



Adjusting Time and Date

1. Go to the task bar and click on the time
2. A Dialogue Box Window will Appear



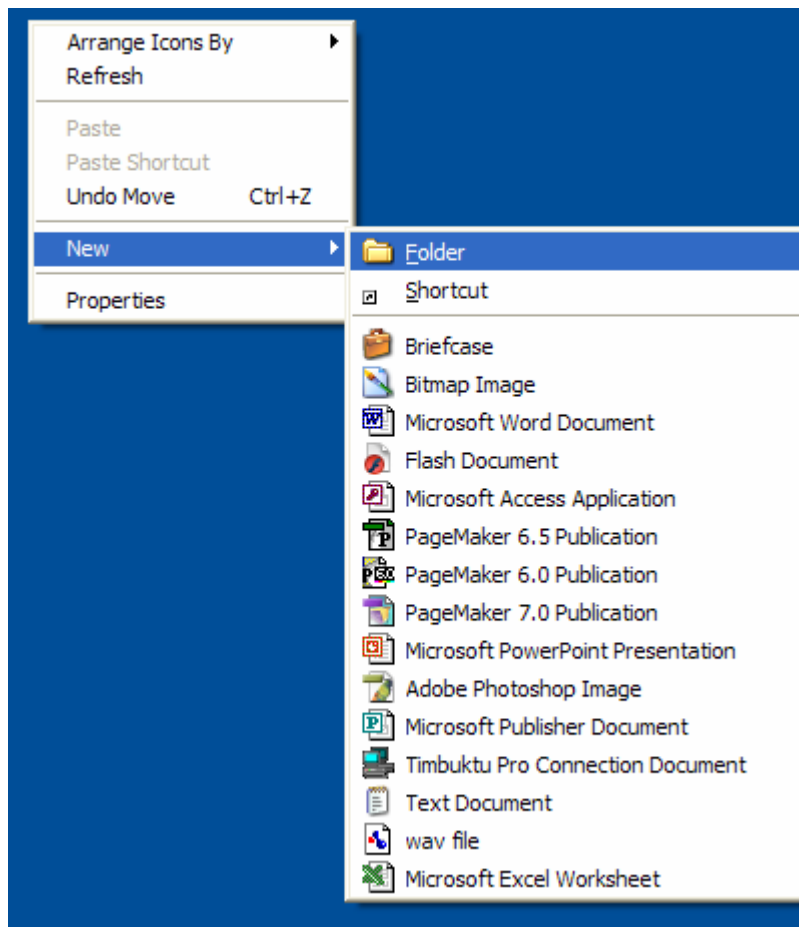
Users can adjust the times and dates by using the mouse to make selections.

3. Click OK when the adjustments have been made.

Using Right Click

The right click action on the mouse provides the user with a drop down list of options. These options allow the user to access specified information about the object and also allows the user to perform certain functions.

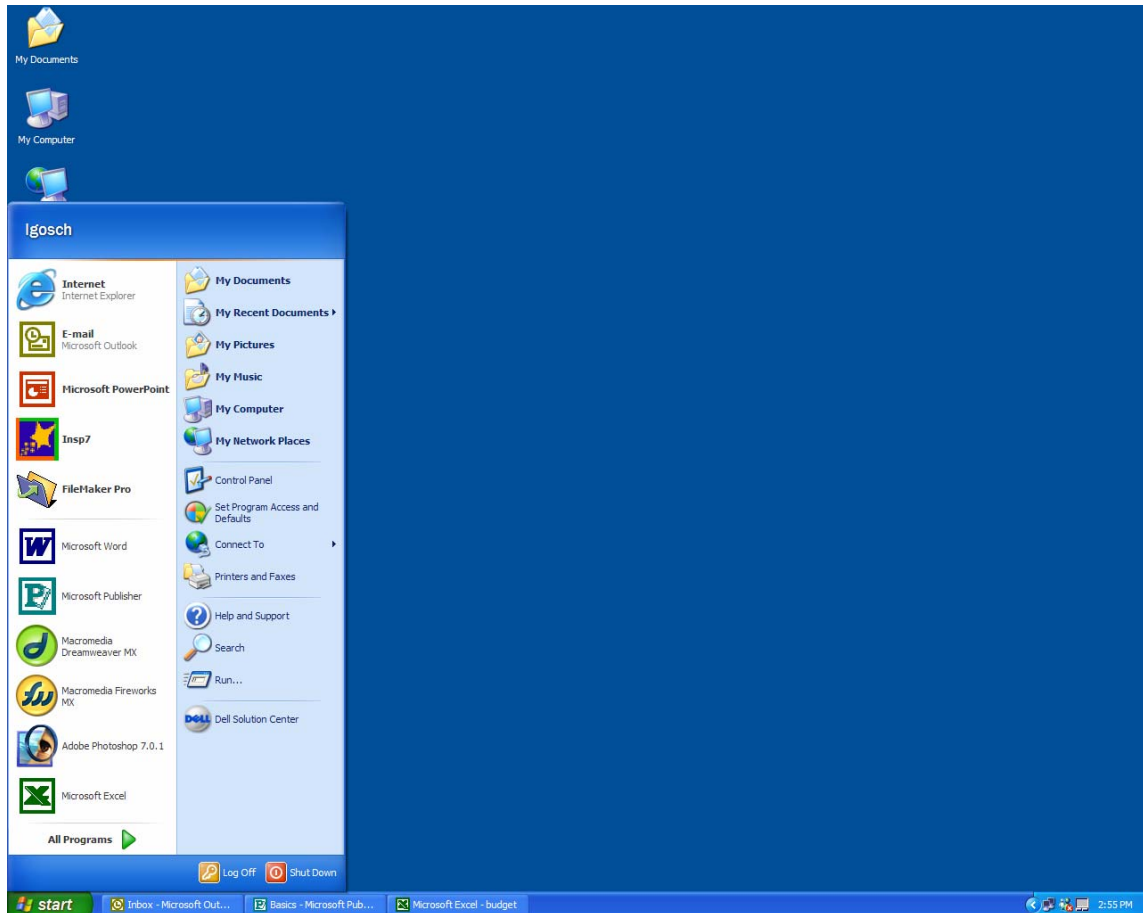
1. On the Active Desktop, using the mouse, Right Click
2. Choose New from the listing of options



As with other items on the desktop different functions can be found when using the right click function.

Start Menu

The start menu allows the user to access all software applications that are available on the computer. The start menu is the mechanism that allows user to open applications and perform functions on the computer.



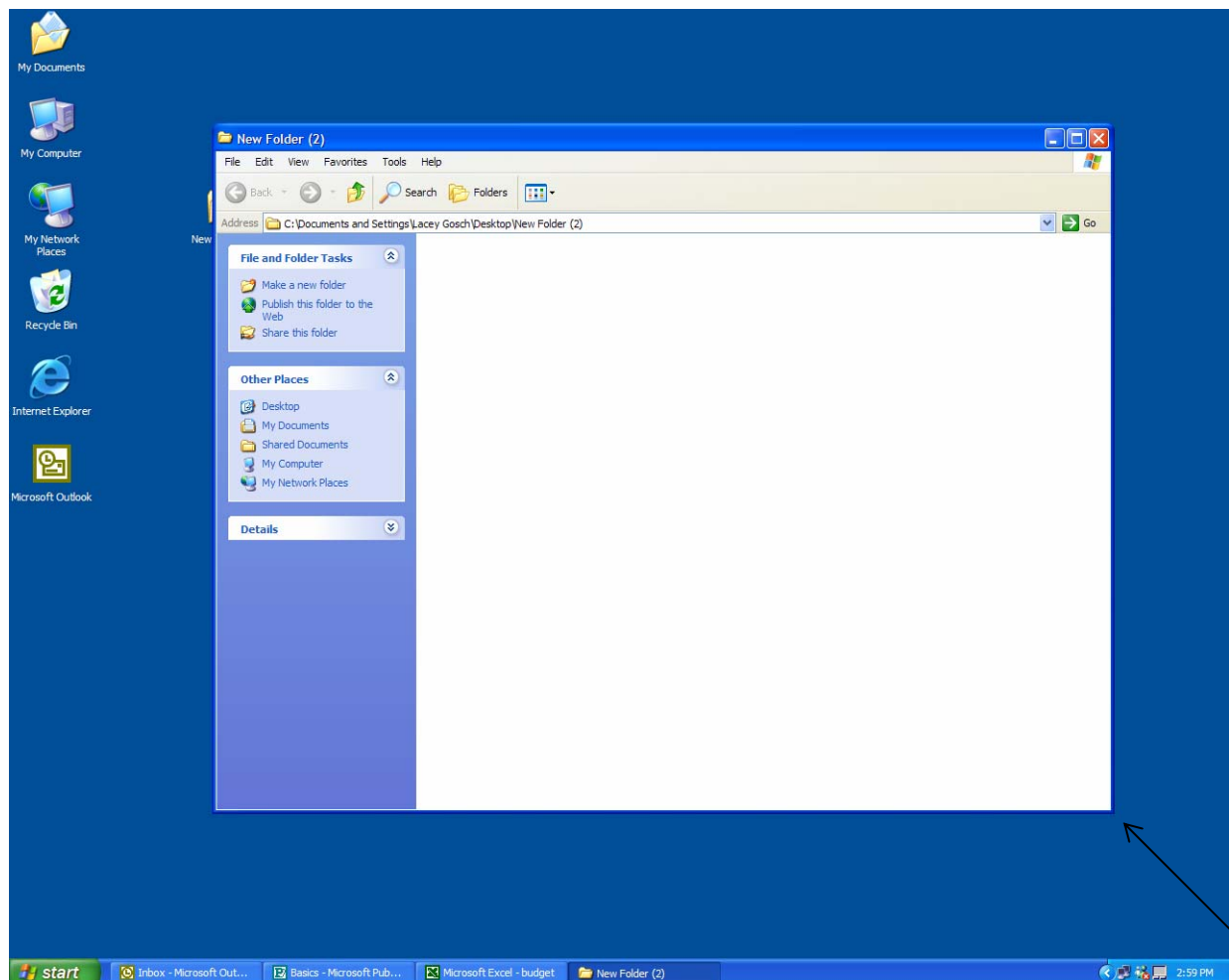
Working with Windows

Any object that is opened on the computer screen is considered a window. Users will also notice that a window may also be referred to as a dialogue box.

All windows can be resized, moved minimized, maximized or closed.

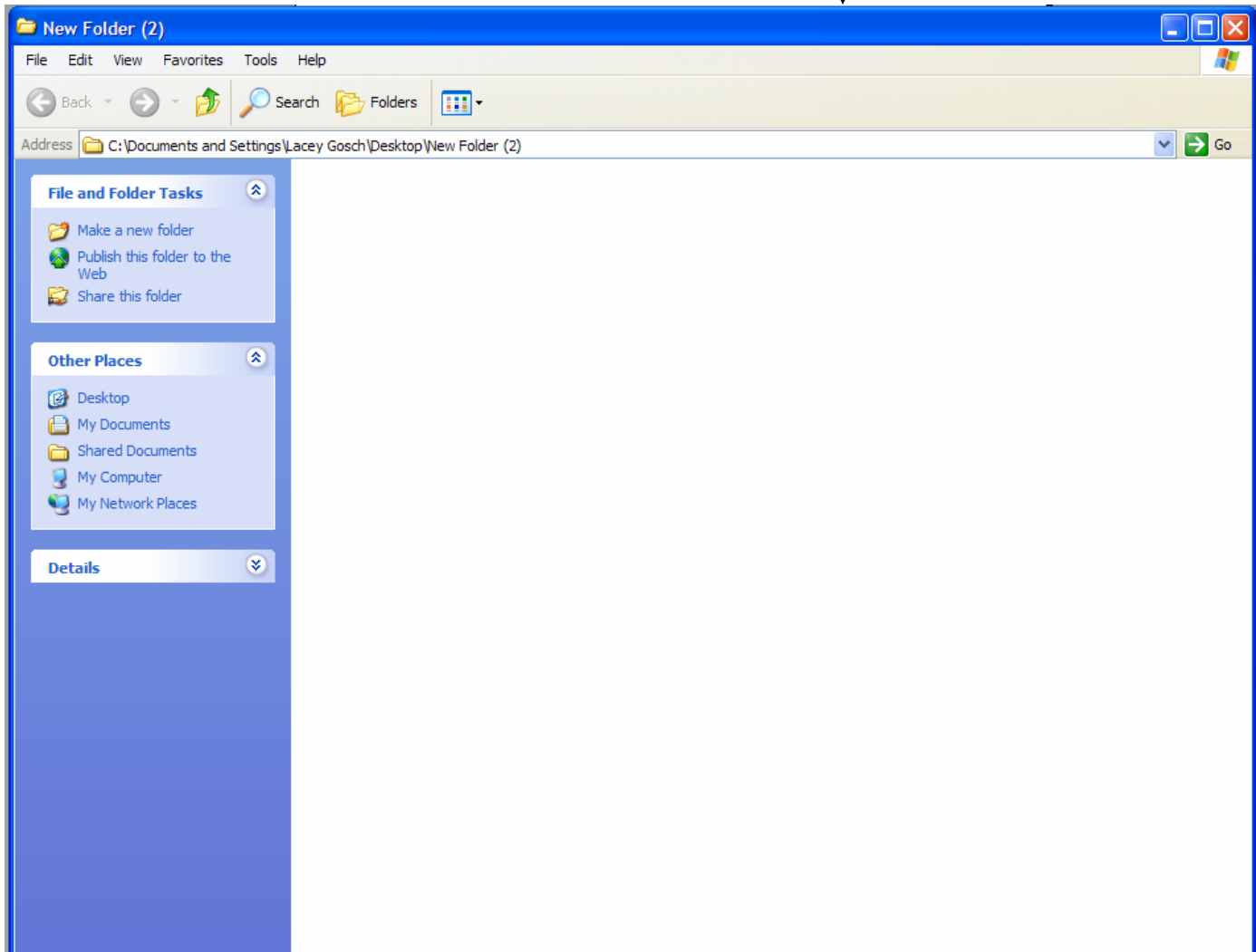
Resizing a Window

1. Click on the lower right hand corner of the window and drag the window out while holding down the mouse button.
2. The mouse arrow will turn into a double sided arrow when it is ready to resize the window



Moving a Window

1. Place the mouse over the Blue Title Bar
2. Hold down the mouse button
3. Drag the window to the desired location



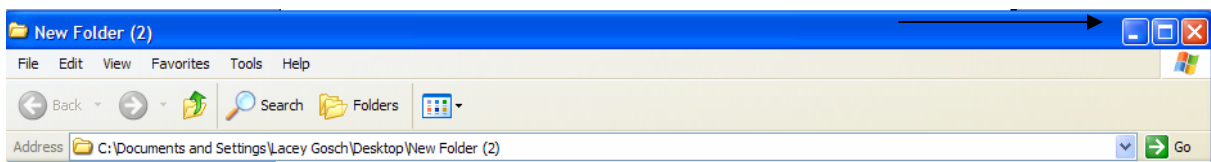
Minimizing, Maximizing, and Closing Windows

Each window or dialogue box, contains minimize, maximize, and close functions on the title bar.

Minimize allows the application or window to be placed on the taskbar

Maximize allows the application or window to be displayed in full screen or the be decreased to a more manageable size

Close allows the user to exit the window or application quickly.



Software Application

What comes with Windows?

There are several useful applications that are provided with the Windows Operating System.

1. Notepad
2. Word Pad
3. Paint
4. Windows Media Player
5. Internet Explorer

These applications have a variety of uses that we will examine closely in the training session.

NOTES Section:

Opening Applications

To open any application the user should always look to the Start Menu.

1. Click on the Start Menu
2. Choose an application under the **Programs** button
3. From the Programs listing, choose a desired application to open

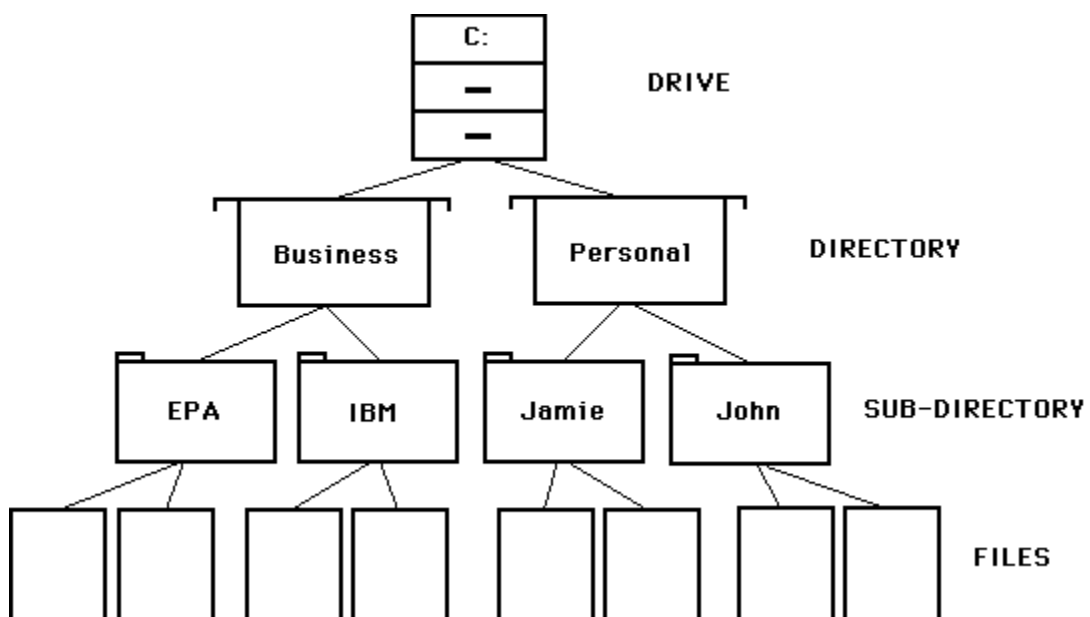
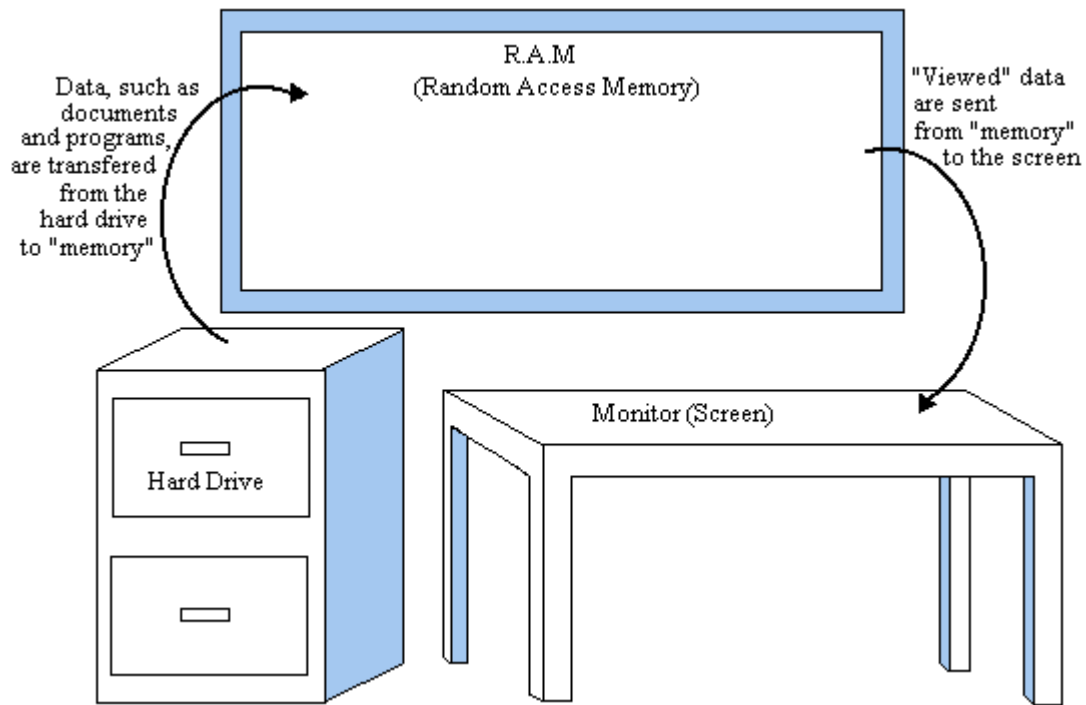
Working with Applications

After opening the application, the user can create a document as desired. In this section, users will learn to:

1. Create files
2. Save Files
3. Print Files

File Storage

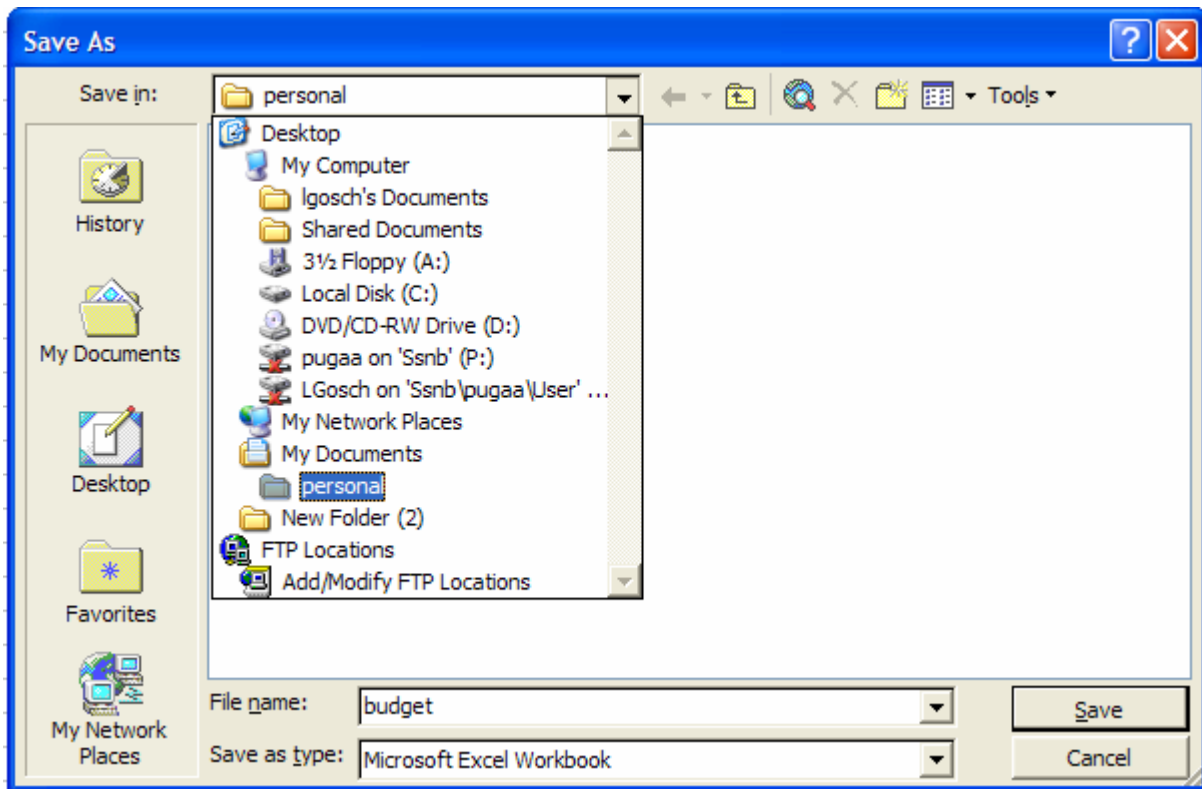
Storage Hierarchy



Saving Options

There are several items located in the Save As dialogue box (window) that are vital saving files.

NOTES:

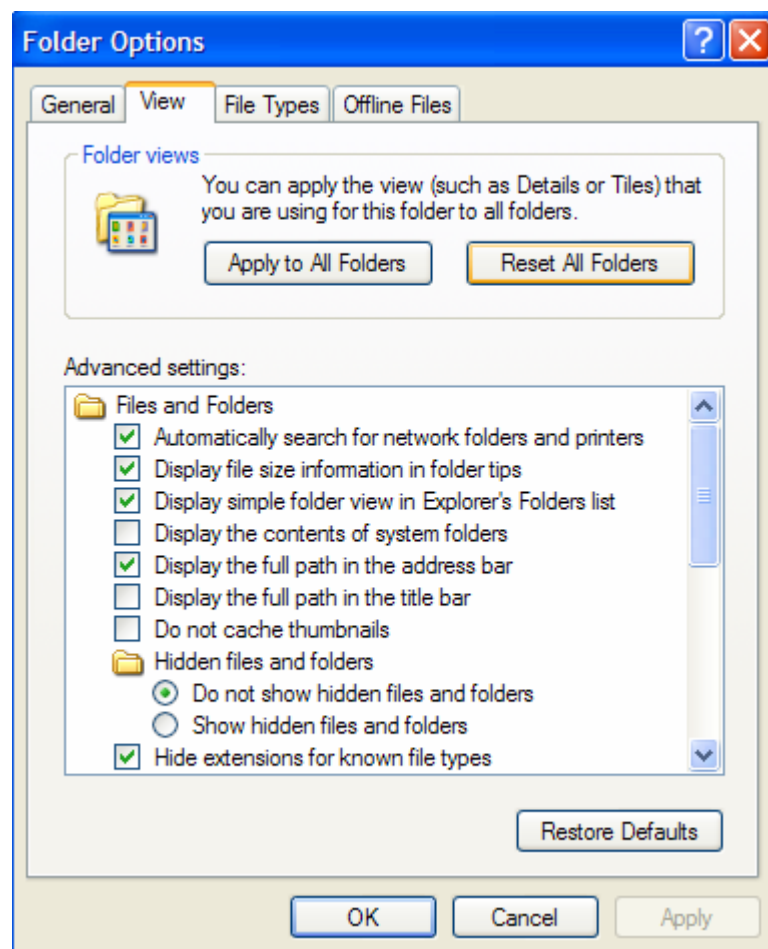


Folder Options

When choosing an organizational method to store files, Folders allow the user to easily manage and organize the items located on the computer. When using folders, user may want to use several options.

1. Hidden Files
2. Folder Appearance
3. File Types

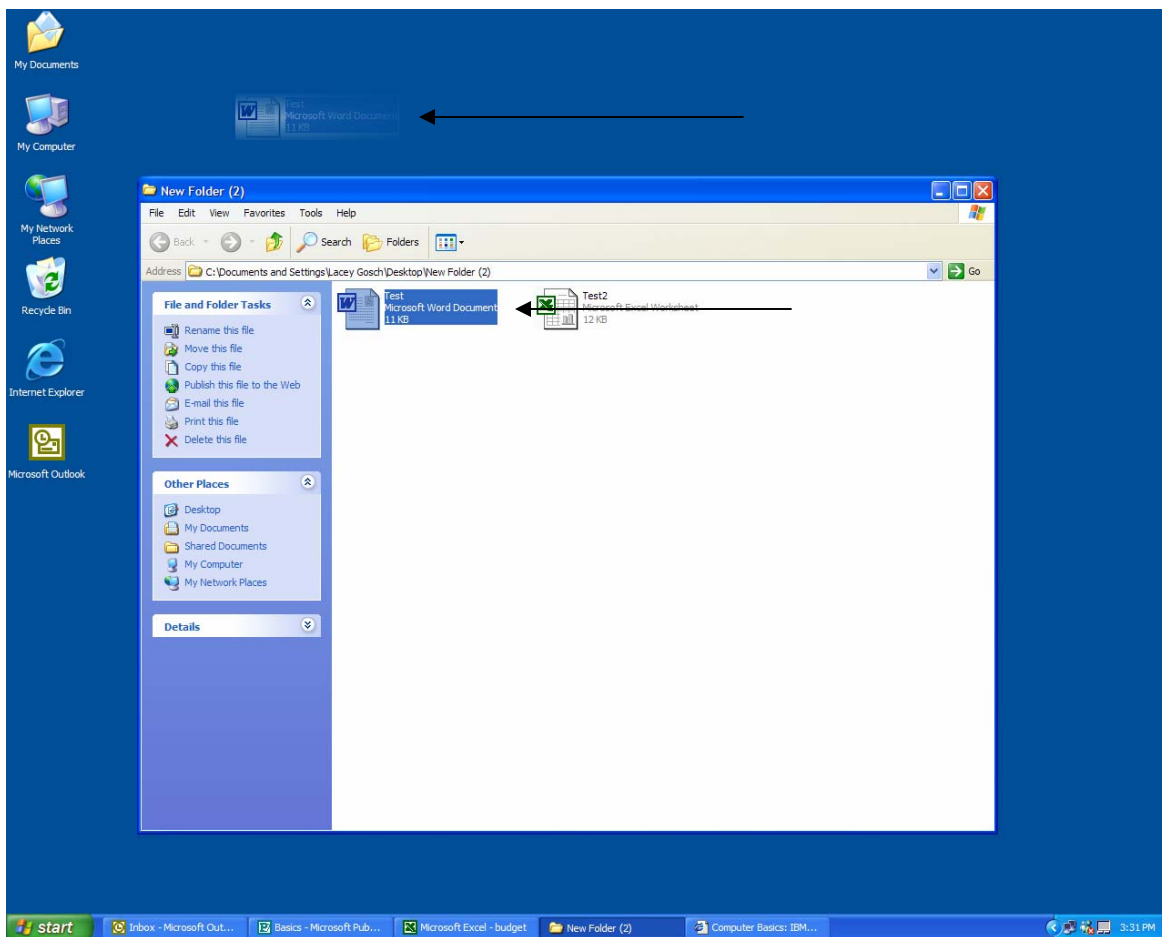
NOTES:



Moving Files and Folders

Files and folders can be moved around the desktop using the drop and drag technique.

1. Find the file or folder that you wish to move
2. Using the Mouse, Click on the file or folder one time
3. While holding down the mouse key, drag the file to the desired location.



Another method of performing a move is to right click on the item that you wish to move and select the appropriate function from the drop down list.

NOTES:

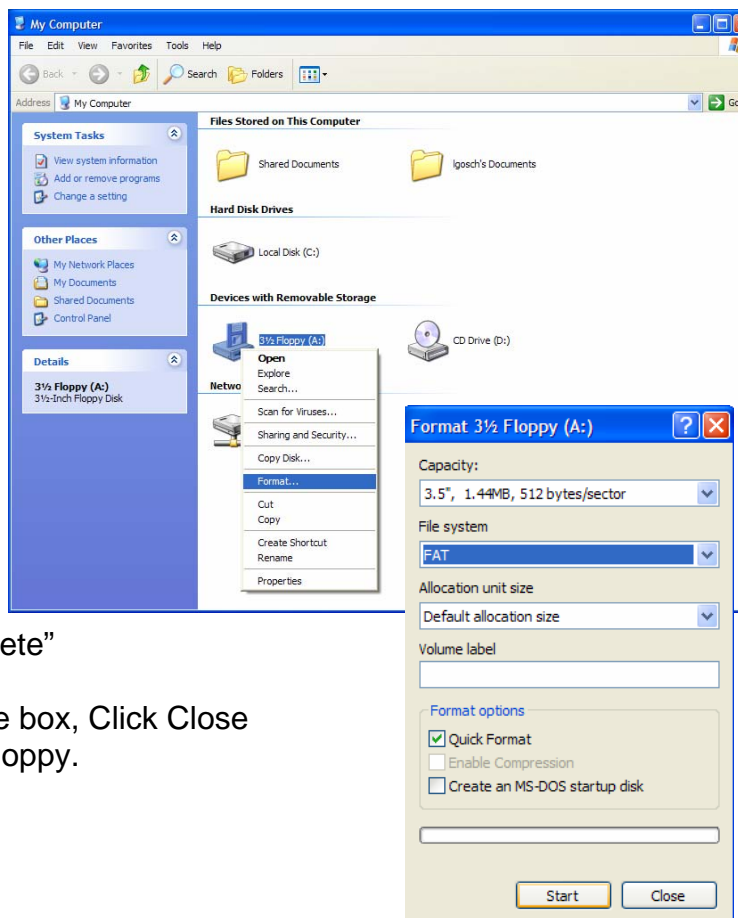
Backing up Files and Folders

Using a Floppy Disk

1. Open My Computer
2. Right Click on the Floppy Disk to
3. Choose Format to erase contents from the disk
4. Using the drag and drop method, add the document to the floppy drive

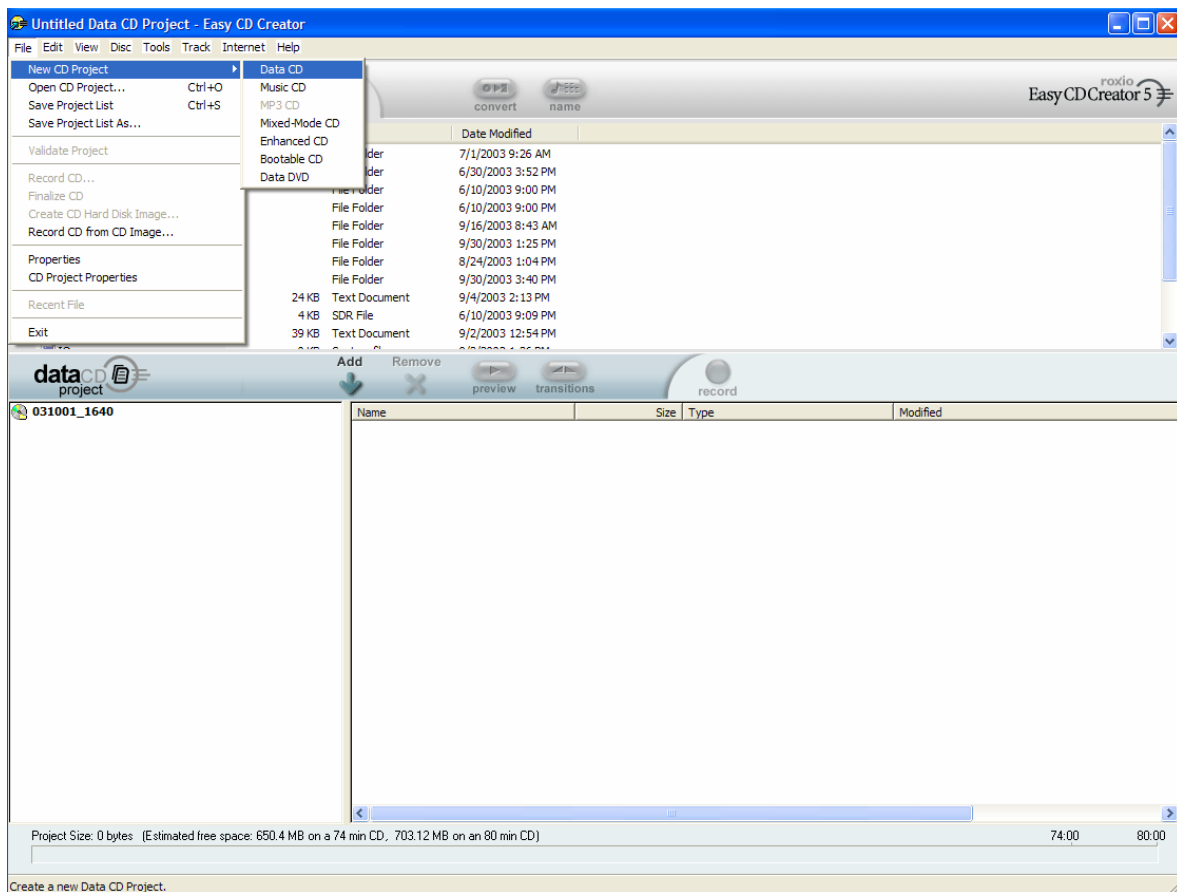
Formatting a Disk

1. Open **My Computer**
2. On the 3 1/2" floppy disk drive "Right Click"
3. From the Drop Down Menu, Select **FORMAT**
4. Using the Format Dialogue box, Select **Quick Format** check box
5. Click **Start**
6. A warning message will appear indicating that all information will be erased if a format is completed. Click OK.
7. When the format is complete, a dialogue box will appear that will say "Format is Complete"
8. Click OK
9. In the Format Floppy Dialogue box, Click Close
10. Save to the newly formatted floppy.



Burning files using a CD Burner

1. Click on **Start**
2. Select **Programs**
3. Choose **Roxio Easy CD Creator**
4. Click on **Applications**
5. Choose an Application appropriate for the type of CD you wish to create
6. Using the Format Utility, Format the Disc prior to beginning the new project
7. Choose **File**
8. Select **New Project**
9. Choose one of the options (generally for burning any data or information to a CD you will choose **Data**; data include word files, PowerPoint files, video files etc.)

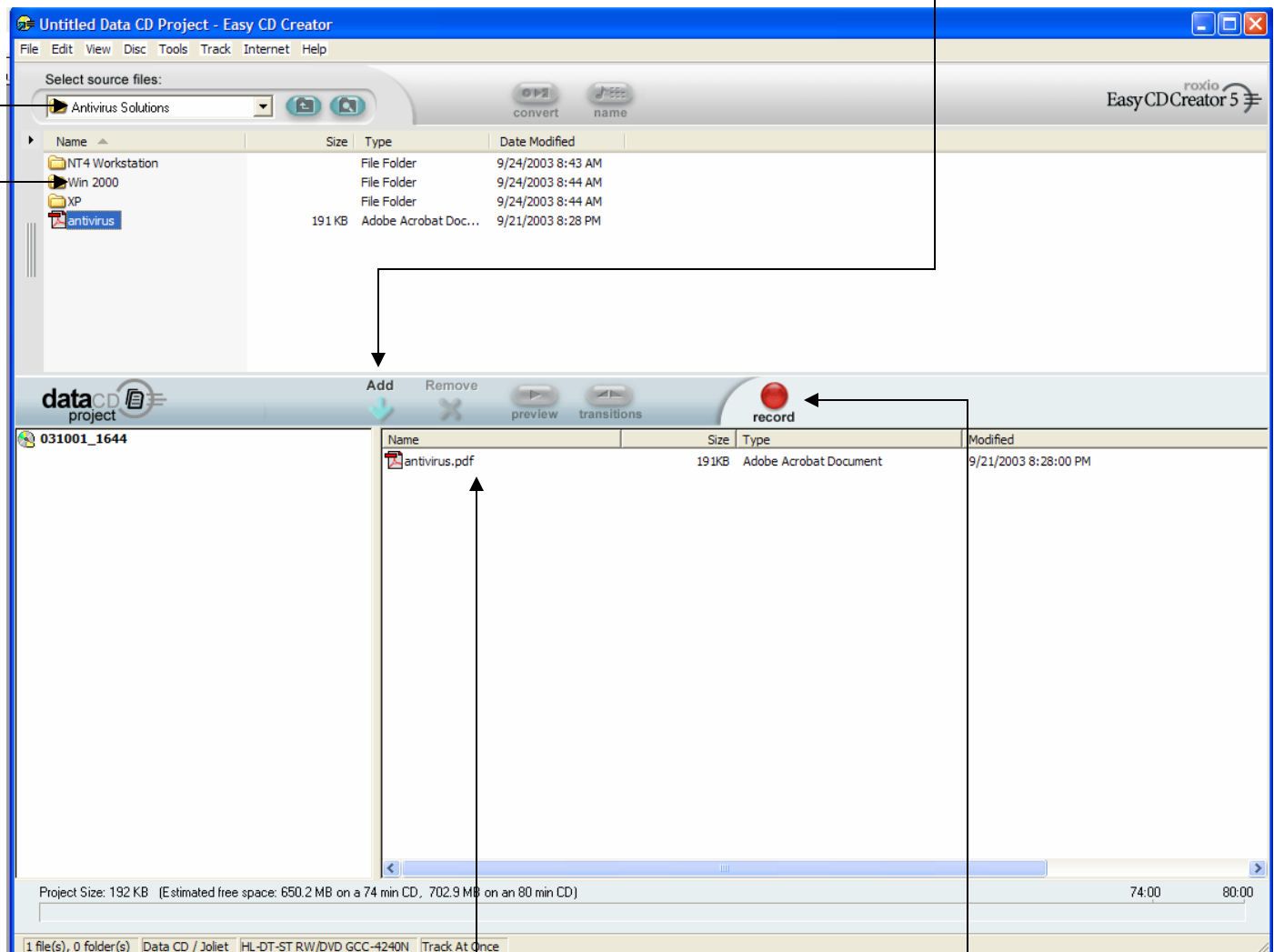


10. Choose **Data CD**

11. Navigate to the file you wish to write to the CD

12. Click on the File

13. Click on **ADD**



14. The file will appear in the box

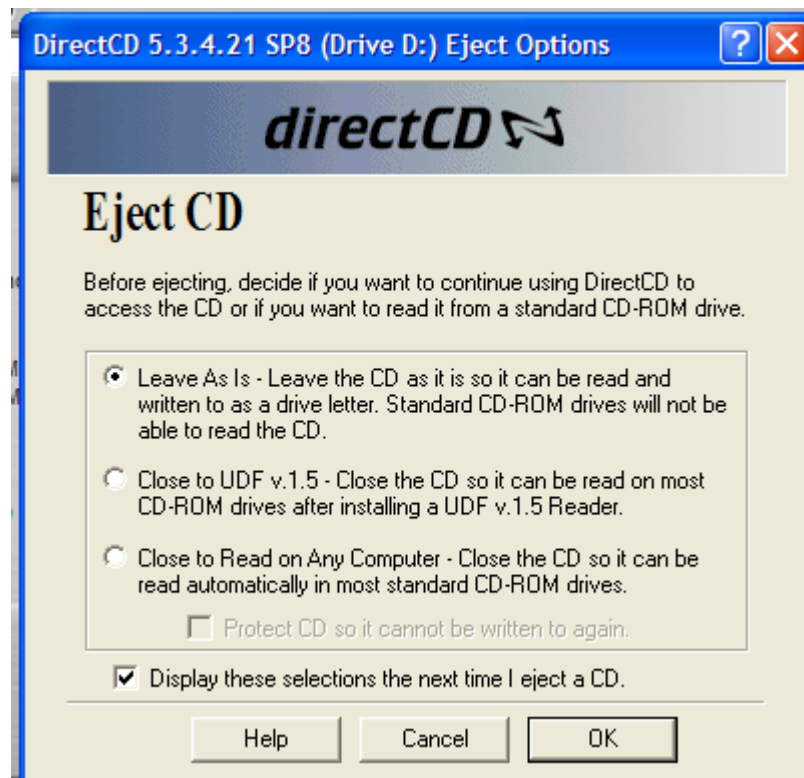
15. When you have added all the files necessary or required

16. Click on **Record**

When the writing process to the CD is complete, a message box will appear stating that the process is complete. Click OK to close the box.

Ejection Options

- When you are ready to eject the CD, you can either press the ejection button on the Computer or press the Eject button from the Format Utility.
- When you eject a newly created CD, an option box will appear



Leave As Is..... Ejects the CD with the ability to write to the CD at a later time as long as the CD is returned to another burner. This CD option will not allow the CD to be viewed on a normal CD Rom.

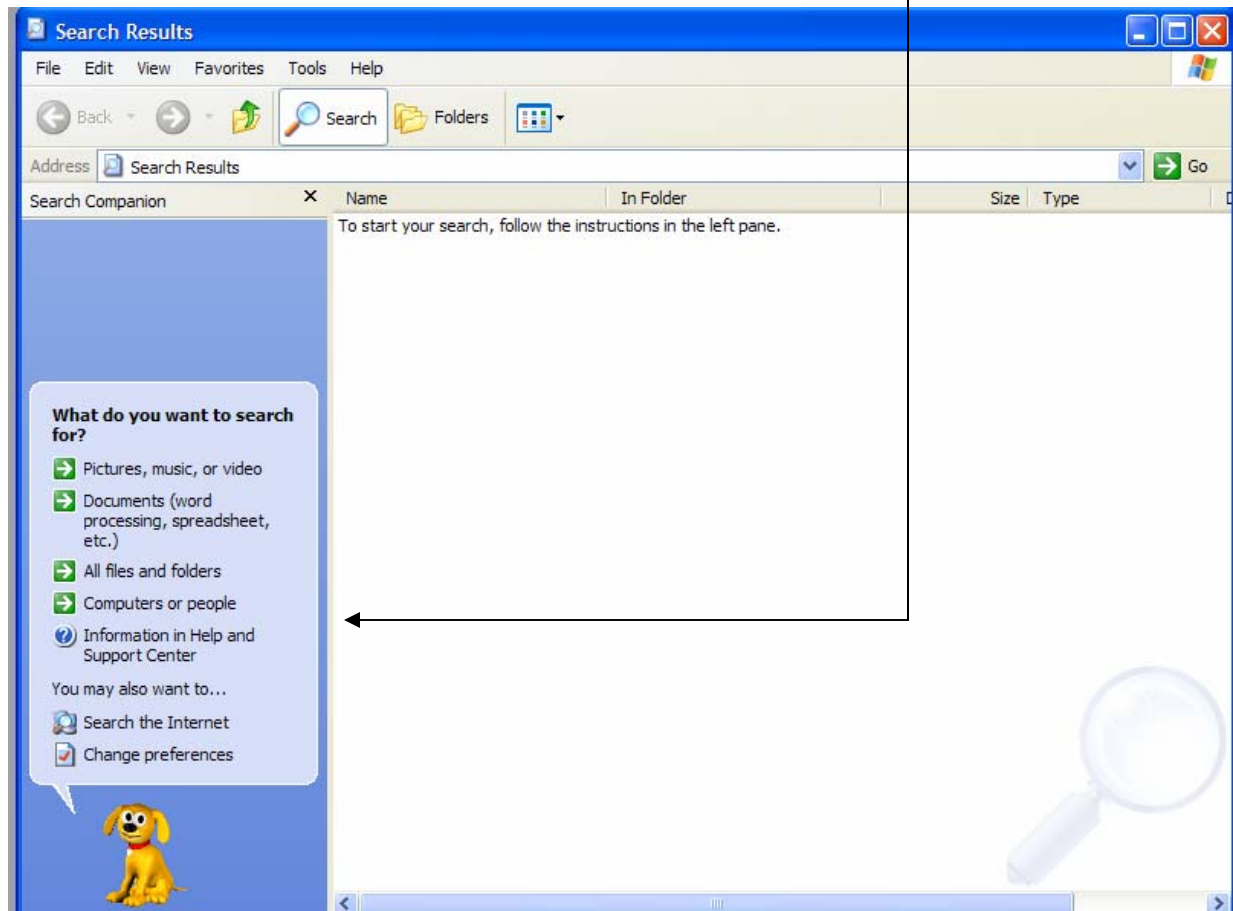
Close to UDF..... Allows the CD to be read by a UDF player which must be downloaded.

Close to read on any computer Allows the CD to read on any CD Rom Drive.

- Click Ok after selecting an option.

Finding Files or Folders

1. Click on Start
2. Choose Search
3. Choose the Search Options from the Left Panel



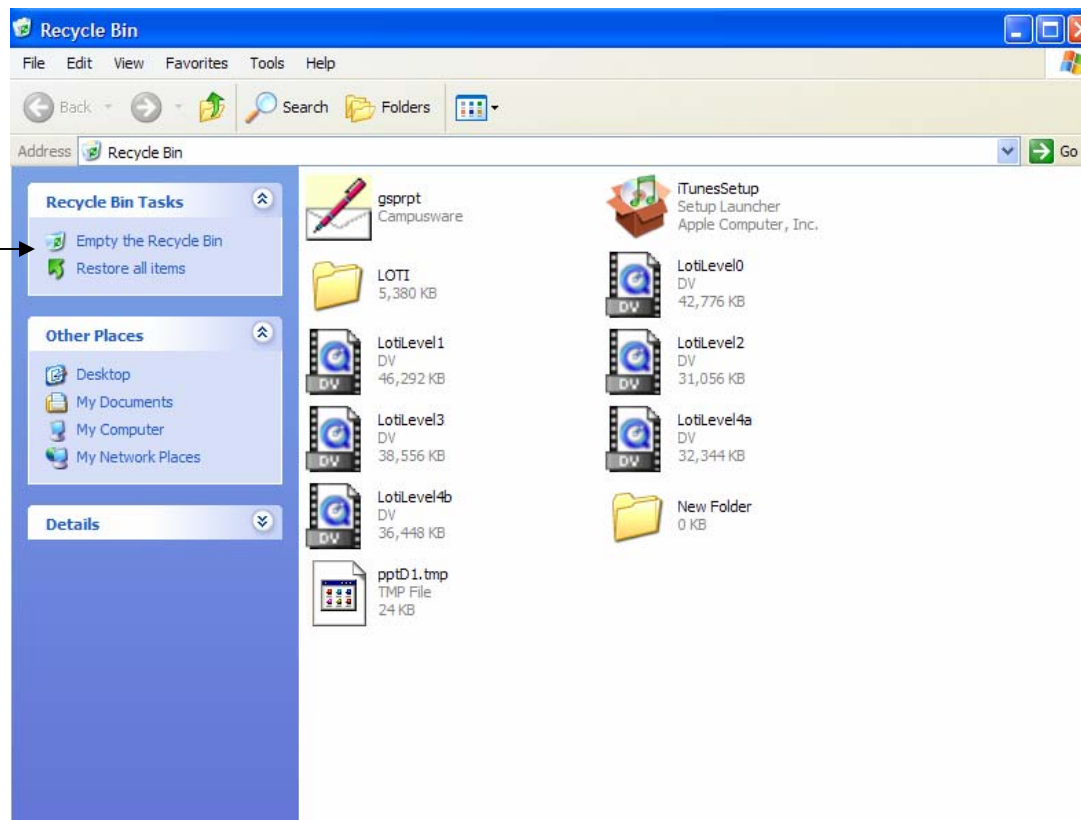
When searching for a particular type of file, an asterisk can be used as the file name.

NOTES:

Using the Recycle Bin

The recycle bin is the last storage facility before a document is permanently deleted from the computer.

If an item is placed in the recycle bin, it can be retrieved and returned to the original location. This item helps users to retain information if a document is accidentally deleted from the desktop or from a folder.



NOTES:

Control Panel

Mouse

1. Click on the Start Menu
2. Choose Control Panel
3. Double Click on the mouse icon

The screen allows the user to set the properties for the mouse, the user can slow the mouse movement on the screen, reverse the action buttons, or choose different types of cursors.

Sound

1. Click on the Start Menu
2. Choose Control Panel
3. Double Click on the sound icon

This screen will allow the user to set the sound properties. Even if the speakers are connected correctly, without these sound settings, the speakers will not produce sound.

The sound settings can also be accessed by clicking on the speaker icon located on the task bar.

Display

1. Click on the Start Menu
2. Choose the Control Panel
3. Double Click on the display icon

Using the display properties, the user can set up the screen size, desktop image, screen saver, and dialogue box options.

This screen can also be access by right clicking on the Active Desktop and choosing Properties from the drop down menu.

NOTES:

Printers

1. Click on the Start Menu
2. Choose Control Panel
3. Double Click on the printer icon

The printer icon provides the user with the information to determine if a printer is installed on the computer and which printer is indicated as the default printing mechanism.

Windows Extras

There are several items that are included with the Windows Operating System that can be useful and also entertaining for the user. These items include:

1. Games
2. CD Player
3. Calculator
4. Address Book

These items can all be accessed by:

1. Click on the start menu
2. Choose Programs
3. Select Accessories

NOTES:

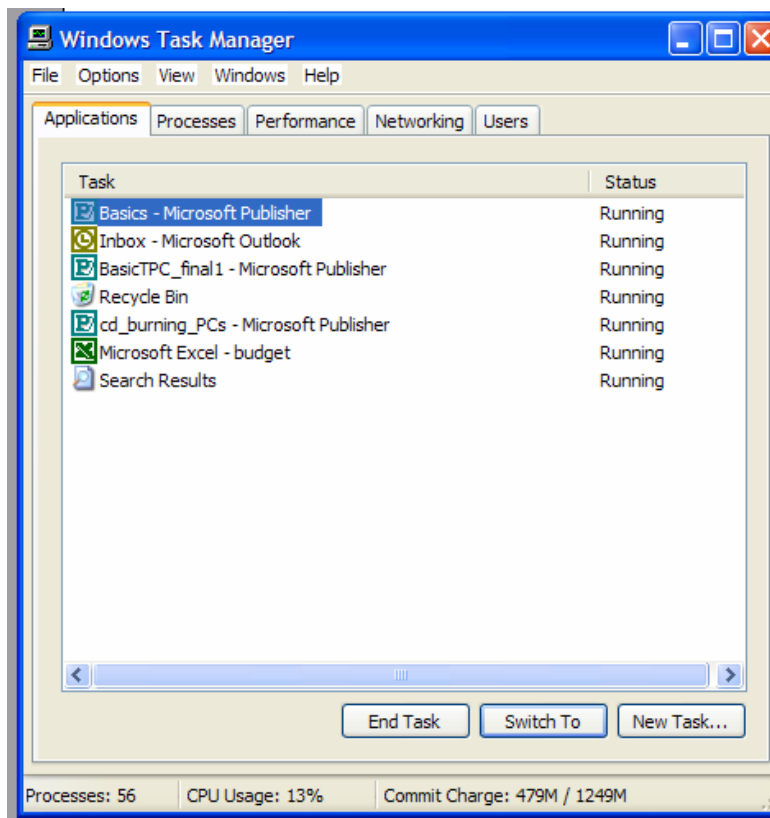
Closing Windows

Troubleshooting Techniques

Often times when a computer freezes, it is due to an application that is not functioning properly. Users can try to access the task manager and shut down the malfunctioning application in an attempt to avoid a hard reset of the computer.

To access the task manager:

1. Hold down the CTRL, ALT and DELETE keys
2. The task manager will appear indicating all processes that are running.



NOTES:

Shut Down

1. Click on the Start Menu
2. Choose Shut Down

NOTES: